

# Accedo Care Application Form

- 1) It is important that you read the enclosed information before completing this form as it provides advice and guidance on how to answer the required sections.
- 2) Curriculum Vitae are **not** acceptable unless otherwise stated.

If someone who currently works for us has referred you, please write their name below:

Name of referrer:	
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## Section 1 Personal details

Title:		Last Name:	
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First Names:	
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Address:	

Postcode:	
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Home Telephone Number:	
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Mobile Telephone Number:	
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E-mail address:	
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Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you hold a full UK driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, Do you have any points or convictions etc? :	
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## Section 2 Present or most recent employer

Name and Address:	

Date Appointed:	
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Job Title:	
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Salary/hourly rate:	
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Notice Required:	
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Reason for leaving:	
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## Section 3 Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?

Yes

No

Have you any prosecutions pending?

Yes

No

If yes to either, please provide the details below:

Date:	Court:	Details of Offence:	Sentence:

## Section 4 Skills and Abilities

Please describe the qualities that you can bring to the job applied for. *Please continue on a separate sheet if necessary.*

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## Section 5 Knowledge and Experience

Gained through either paid work, voluntary work or life experience.

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## Section 7 Employment/Education Gaps

If there are any gaps in your employment or education history that are longer than one month, please explain what you were doing during this period e.g. maternity leave.

Date From (month and year):	Date To (month and year):	Explanation:

## Section 8 References

Professional references must cover 5 years of your employment history.

Professional referees must be authorized to give references e.g. HR department.

Reference 1		Reference 2									
Name:		Name:									
Their Position (job title):		Their Position (job title):									
Work Relationship:		Work Relationship:									
Organisation:		Organisation:									
Dates Employed:	<table border="1"> <tr> <td data-bbox="292 1536 528 1592">From:</td> <td data-bbox="528 1536 764 1592">To:</td> </tr> </table>	From:	To:	Dates Employed:	<table border="1"> <tr> <td data-bbox="1059 1536 1295 1592">From:</td> <td data-bbox="1295 1536 1541 1592">To:</td> </tr> </table>	From:	To:				
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Postcode		Postcode									
Telephone N <sup>o</sup> :		Telephone N <sup>o</sup> :									
E-mail:		E-mail:									

## Section 8 References (continued)

Professional references must cover 5 years of your employment history.

Professional referees must be authorized to give references e.g. HR department.

Reference 3		Reference 4			
Name:	<input type="text"/>	Name:	<input type="text"/>		
Their Position (job title):	<input type="text"/>	Their Position (job title):	<input type="text"/>		
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>		
Organisation:	<input type="text"/>		Organisation:	<input type="text"/>	
Dates Employed:	From: <input type="text"/>	To: <input type="text"/>	Dates Employed:	From: <input type="text"/>	To: <input type="text"/>
Address:	<input type="text"/>		Address:	<input type="text"/>	
	<input type="text"/>			<input type="text"/>	
	<input type="text"/>			<input type="text"/>	
	<input type="text"/>			<input type="text"/>	
Postcode	<input type="text"/>		Postcode	<input type="text"/>	
Telephone N <sup>o</sup> :	<input type="text"/>		Telephone N <sup>o</sup> :	<input type="text"/>	
E-mail:	<input type="text"/>		E-mail:	<input type="text"/>	

## Section 9 Declaration

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:

Date: